



## FOOD AND AGRICULTURE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	FOOD AND AGRICULTURE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, January 6, 2009
<b>POSITION TITLE:</b>	Director of Emerging Plant Pest Diseases, CEA 2	<b>FINAL FILING DATE:</b>	Tuesday, January 20, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	12312008_3

### POSITION DESCRIPTION

The Emerging Plant Pest Diseases (EPPD) Director is a member of the Secretary's executive management team and is under administrative direction of the Director, Plant Health and Pest Prevention Services (PHPPS), and has administrative oversight of global policy formulation and management responsibility for the following sensitive and statewide Division programs: Analysis of Emerging Plant Pest Threats – develop and administer environmental compliance strategies for exotic pests. Light Brown Apple Moth Branch – develop and administer policy and procedures for the recently established branch to ensure effective eradication strategies. Phytosanitary Issues Management – develop and administer phytosanitary standards and policies, export certification and accreditation, international standards and trade management analysis to facilitate safe trade and protect the State against the introduction of harmful pests. Permits, Regulations and Imports – develop all regulations administered by the Division and develop associated legally required documents and issue state permits and approves/disapproves applications for federal permits concerning movement of regulated organisms and soil into California. The EPPD Director designates specific areas of responsibility, directs the activities of programs and staff, and allocates resources.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Knowledge of California Agricultural Code and other State and Federal laws, rules and regulations pertaining to agricultural chemicals and pest control; Knowledge of plant products, ornamental and native plantings as well as agricultural crops, or other commodities capable of harboring exotic plant pests; emerging plant pest diseases; pest and disease prevention strategies. Knowledge of effective eradication and control efforts with pest threat and infestation; Knowledge of Agricultural trade opportunities; federal regulatory and permitting policies and procedures mandated by California.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director of Emerging Plant Pest Diseases, CEA 2**, with the **FOOD AND AGRICULTURE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

### **FILING INSTRUCTIONS**

Applications and a "Statement of Qualifications" must be received in our Human Resources office on or before 5:00 P.M. on Tuesday, January 20, 2009 to be considered.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

FOOD AND AGRICULTURE, DEPARTMENT OF, Human Resources Branch/Examination Unit  
1220 N Street, Room 242, Sacramento, CA 95814  
Aileen Grizard | 916-654-9633 | [agrizard@cdfa.ca.gov](mailto:agrizard@cdfa.ca.gov)

### **ADDITIONAL INFORMATION**

#### **SCREENING CRITERIA:**

- Depth and breadth of experience with California Agriculture, natural resources, and joint power

authorities. • Depth and breadth of managerial experience overseeing all financial/administrative activities of program, including policy recommendations. • Depth and breadth of managerial experience with a level of responsibility at or above the Branch Chief classification with responsibility for budget functions. • Depth and breadth of experience in administrative problem solving; upholding principles and practices of personnel management and equal opportunity objectives. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies. • Depth and breadth of experience managing a highly sensitive program with statewide impact, including working with control agencies, or high level organizations (i.e. Governors Office, Legislature). • Depth and breadth of experience in legislative activities, including research and analyses of legislation impacting the agriculture industry, including testifying at legislative hearings.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FOOD AND AGRICULTURE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>